



Single Family Residence Certificate of Water and/or Sewer Availability Application and Instructions

PROCEDURE FOR FILING A REQUEST FOR A CERTIFICATE OF WATER AND/OR SEWER AVAILABILITY

BACKGROUND: The City of Auburn has two distinct review procedures for determining water and sewer availability – one for individual single-family residence; and the second for all other development. Each of these procedures has its own application form. This application is for applicants filing for Water and Sewer Availability Certificates for individual, single-family residences only. If your project is not for an individual single-family residence, please refer to the application form titled “GENERAL DEVELOPMENT”. Should you require assistance in determining which application form is applicable, do not hesitate to request assistance from the Planning Department.

The City of Auburn provides sewer and water service to areas located outside of the Auburn City limits. The County will not process development applications unless Auburn certifies that City sewer and/or water service is available. Therefore, anyone wishing to develop or change the use of property lying outside Auburn will be required, by the County, to first obtain a “Certificate of Water Availability” and/or “Certificate of Sewer Availability”. In addition, the Council will not allow construction or modification of a private well or septic system unless the City certifies that utilities are not available.

The City of Auburn will generally only provide utilities to properties within our designated Potential Annexation Area (see attached map). Since these areas will eventually become part of the City, Auburn will only provide utilities if the proposed development is consistent with City of Auburn development standards; and, that the person who receives the utilities must either annex to the City or sign a legal, binding document to commit to annex to the City some time in the future. This document is called a “Petition for Annexation, Annexation Agreement and Declaration of Covenant”. For properties where annexation is possible immediately, annexation is required to receive City utilities. If annexation is believed to be required, please contact the City of Auburn Planning Department for more details.

NOTE: City policies on development within its potential annexation areas and utility provision are contained in Chapter 13 of the City of Auburn Comprehensive Plan. A copy of these policies are available from the City of Auburn Planning Department.

1. **WHO MAY FILE:** Any property owner or their designated representative may apply. However, the application form must be signed by the owner(s), and the names of all persons having an ownership interest in the property must be listed on the application.

All applicants must designate an agent or contact person for this application. The agent may be the same as the applicant. The City requires the name, address and telephone number of the contact person. The applicant will be responsible for notifying the City if the agent’s address or telephone number changes.

2. **WHEN SHOULD YOU FILE:** The County will not process development applications unless the City of Auburn certifies that City sewer and/or water service is available. Therefore, this application must be filed and processed prior to submittal of development applications to the County.
3. **APPLICATION:** Application forms may be obtained from the Auburn Planning Department. When the application is complete, return it to the Planning Department. Be sure to complete the application in its entirety and include all of the appropriate information requested in Section 4 below. An incomplete application may cause a delay in issuing the Certificate(s).
4. **APPLICATION REQUIREMENTS:** Along with a complete application form, the applicant must submit the following:
 - A. Legal description of subject property. Said property must be described with a “metes and bounds” legal description, unless the property is part of a recorded subdivision. Along with the legal description, the parcel number (tax I.D. number) must also be provided.

B. Seven (7) copies of the site plan or plat map. If a site plan, preliminary plat or other site drawings have been submitted to or prepared for the County, these must be submitted with your application along with any other pertinent documents submitted to the County or any other agency from whom a person or approval is required. The site plan or plat map will include the following:

- Vicinity map;
- Boundaries and dimensions of property;
- Adjacent public and private streets;
- Easements, existing and proposed;
- Location of all fire hydrants;
- Location of buildings, including setbacks;
- Topography of site and surrounding area.

C. Environmental Checklist. If an environmental checklist has been submitted to or prepared for the County, you must submit a copy with your application. Otherwise, you will need to prepare and submit an environmental checklist to the City, unless your proposal is exempt from SEPA requirements under the provisions of WAC 197-11-800. Environmental Checklist application forms and assistance in determining whether you must submit one, are also available from the Auburn Planning Department.

D. Proposed development must meet City of Auburn codes and regulations. For further assistance, please obtain a “Developers Design Manual” from the Engineering Division of Public Works. If for some reason your development cannot meet City codes and regulations, a letter describing the particular circumstances and portion of the code that cannot be met with an explanation of why it cannot be met must be provided.

5. **STAFF REVIEW:** If upon review by City departments and divisions, it is found that the application meets all relevant City development standards, a pre-annexation agreement must be recorded by the County Assessor’s office and returned to the City prior to the issuance of water and/or sewer availability certificates. If it is found that for any reason the application does not meet City development standards, this application form cannot be used. The applicant is to attain an application form for “General Development” from the City of Auburn Planning Department.

If a determination is made that water and/or sewer are available, a “Petition for Annexation, Annexation Agreement and Declaration of Covenant” will be prepared by the Auburn Planning Department. This document is then given to the property owner, or their designee, who must sign the document and have his/her signature notarized.

6. **APPLICATION REVIEW PROCESS:** Upon receipt of a complete application, the application will be reviewed concurrently by the Planning Department and Engineering Division. Any exceptions to City development standards require approval by the City Council’s Planning and Community Development Committee. If a determination is made that water and/or sewer are available, a “Petition for Annexation, Annexation and Agreement and Declaration of Covenant” will be prepared by the Planning Department. This document is then given to the property owner to sign the document and have his/her signature notarized.

7. **RECORDING:** When the document is signed by all applicable parties, it is the responsibility of the applicant to have it recorded at the County.

8. **ISSUANCE OF CERTIFICATE(S):** When the applicant returns the recorded “Petition for Annexation, Annexation and Agreement and Declaration of Covenant” to the Planning Department, the requested Certificate(s) of Availability will be issued. **While the Certificates are only valid for one year period, the “Petition for Annexation, Annexation and Agreement and Declaration of Covenant” is permanent and runs with the title to the property.**

9. **TIME FRAME:** It takes about 15-21 days to complete the process to obtain a Certificate of Availability for individuals applying for services for one home on a single family lot. If it is determined that the project cannot meet City development standards, the process will be lengthened by approximately 28 days.

10. **FEES:** There are no fees charged for this application process by the City of Auburn. However, there will be recording costs charged by the County.

NOTE: A Certificate of Water/Sewer Availability is not a building permit. It only provides certification that water and/or sewer utility services are available for the property. A Certificate of Water/Sewer Availability does not lessen any other requirements in securing approvals and/or permits from the County, the City of Auburn, or other appropriate agencies or jurisdictions.

**REQUEST FOR CERTIFICATE OF WATER AND/OR SEWER AVAILABILITY
FOR SINGLE FAMILY**

APPLICATION NO.: _____

DATE RECEIVED: _____

Staff Project Coordinator: _____

Do not write above the line

APPLICANT: COMPLETE THIS FORM WITH ALL ENTRIES BEING TYPED (except signatures) OR NEATLY PRINTED IN INK. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL PAGES.

THIS IS A REQUEST FOR (check one or both):

_____ SEWER AVAILABILITY

_____ WATER AVAILABILITY

APPLICANT (Name, Address & Phone):

AGENT (Name, Address & Phone):

GENERAL LOCATION OF DESIRED SERVICE:

Street Address (if known):

Parcel No. (Tax ID No.) for the subject property:

Section No., Township, Range in which property is located: _____

TYPE OF APPROVAL/PERMIT BEING REQUESTED FROM THE COUNTY:

_____ BUILDING PERMIT

DESCRIBE WHY YOU NEED SEWER AND/OR WATER SERVICE. HOW WILL THE PROPERTY BE USED AFTER SEWER AND/OR WATER IS AVAILABLE? WHAT PLANS DO YOU HAVE TO DEVELOP THE PROPERTY? (be as specific as you can)

(attach additional sheets if needed)

ALL PERSONS HAVING AN OWNERSHIP INTEREST IN THE PROPERTY MUST SIGN BELOW:

<u>Name</u>	<u>Address</u>	<u>Phone</u>

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

_____ Owner/Agent Signature	_____ Date
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TO BE CONSIDERED COMPLETE, THIS APPLICATION FORM MUST BE ACCOMPANIED BY:

- Complete Legal Description (see Section 4A of the Instructions);
- Site Plan (including information listed in Section 4B of the Instructions);
- Environmental Checklist, unless exempt (see Section 4C of the Instructions).

PLEASE NOTE: THE SITE PLAN MUST ACCOMPANY THIS APPLICATION

LEGAL DESCRIPTION OF THE PROPERTY